

Chesapeake City  
Planning and Zoning Commission  
Minutes February 3, 2010

Elaine Shepard  
Nick Visser  
Harry Sampson  
Bill Miners, Chair  
Rich Taylor  
Frank Vari  
Norman Carter

Attached list of attendees

Bill Miners brought the meeting to order at 6:30 pm followed with the Pledge of Allegiance.

**Public Announcements:**

**Frank Hill:** Town Hall will be closed February 15<sup>th</sup> in observance of Presidents Day.

**Approval of minutes from January 6, 2010**

**MOTION:** Harry Sampson made a motion and Frank Vari seconded to approve the minutes from January 6, 2010. All in favor; motion carried.

**Staff Reports:**

Tom Wheeler, Zoning Inspector: There is nothing specific to report for January.

Sharon Weygand, Town Administrator – Chris Jakubiak is getting together the ordinances and will be emailing them to Town Hall. They will then be printed and put into binders for the Commission to review. Should we get the predicted snow, Sharon will email them to the Commission to review. Two permits were approved with Bill Miners' okay: File: 012610D- 538 Biddle Street: a permit for demolition and removal of debris; structure destroyed by fire on January 25, 2010. File No: 012010A 323-325 Cecil Street an extension for the modular; has renewed county permits. Schaefer's/Canal House: There was a letter sent last month to clean up and secure the property, yet, nothing has been done. The Town Attorney has been contacted and another letter will be sent, including a fine of \$1000. There have been rumors that the property may be in foreclosure.

**Discussion Item**

**Home Improvement Warning**

This form was initially introduced to Planning and Zoning in August 2009. There has never been a formal vote on using it with our current permit applications.

**MOTION:** Harry Sampson made a motion, Norman Carter seconded, that the Home Improvement Warning Letter that the County uses, be put on Town letterhead and become part of our P&Z application for all resident applications. All in favor, motion carried.

**Action Item**

- **Installing message board between Northside pier & telephone pole**

File No: 012510 Applicant: Northside Neighborhood Assoc – Barb Wilkers

Location: Canal Road by Northside Pier Tax Map: 200

**MOTION:** Harry Sampson made a motion, Elaine Shepard seconded to approve file number 012510 for installing a message board between the Northside pier and telephone pole contingent upon the Corps of Engineers approval. All in favor; motion carried.

- Replacing existing window with same size or smaller window. Enclose side door.

File No: 011510 Applicant: Melissa Clark 225 George Street Tax Map: 200 Parcel: 324 Zoned VC

NOTE: *Will not be doing the door.* Historic has approved the application without the door.

**MOTION:** Frank Vari made a motion, Harry Sampson seconded to approve file number 011510 to replace existing windows with the same size or smaller. All in favor; motion carried.

- Installation of windows and finishing of lower level walk out to include bath

File No: 011910 Applicant: Robert & Carol Roethke 104 Bohemia Ave Tax Map: 200

Parcel: 442 Zoned: VC

**MOTION:** Rich Taylor made a motion, Harry Sampson seconded to approve the permit for file number 011910 for Robert & Carol Roethke, 104 Bohemia Avenue for the installation of windows and finishing of the lower level walk out to include a bath, subject to appropriate fixture fees. All in favor, motion carried.

- Remove and replace same size front porch 6 x 16'

File No: 012010 Rebecca Mann 222 Charles Street Tax Map: 200 Grid 14 Parcel: 304 Zoned VC

Discussion: Harry Sampson asked who the contractor was and Rebecca Mann stated it was her incorporated company, because they are on the permit request. There were listed in the letter as being the contractor, but not on the permit.

**MOTION:** Frank Vari made a motion and Nick Visser seconded to approve file number 012010 for 222 Charles Street to remove and replace same size front porch. All in favor, motion carried.

**Discussion:**

Required class for Commission members: Please remember to forward your completion email to Town Hall. There is a delay in getting the certificates out. So far, Harry Sampson and Bill Miners have completed the course.

**MOTION:** Rich Taylor moved to adjourn the meeting at 7:10pm. Elaine Shepard seconded. All in favor, motion carried.

Respectfully submitted,



Valerie Walls  
Clerk/Treasurer